

**Classification:** Pharmacist **LG. 25** **Class Title Code:** 6885-094

**Position Title:** Pharmacist **Date Established:** 08/15/88

**Position Number:** 16360 **Date of Last Amendment:** 12/27/04

This position is assigned to work in the support services area.

**SCOPE OF WORK:** Provides responsible professional work in the compounding, receipt, storage, and dispensing of medicinal and other pharmaceutical supplies. Oversees the efficient operation of the New Hampshire Hospital Pharmacy and acts in a supervisory capacity in coordination with the Chief Pharmacist.

**ACCOUNTABILITIES:**

- Interprets prescriptions, fills compounds and dispenses medication determining pharmaceutical, chemical, physical, or physiological incompatibilities. Delivers medicines to various units.
- Reviews and evaluates patients medications. Provides recommendations to the professional staff by means of verbal and written communications.
- Compiles, analyzes, and interprets data then formulates reports for Quality Assurance projects.
- Supervises Pharmacists, technical, and clerical staff.
- Coordinates schedules for staff to ensure that adequate staffing is always provided.
- Maintains proper inventory of medications, IV solutions, and pharmaceutical supplies by ordering through wholesalers on a daily basis.
- Provides continuing education and teaching services to staff at New Hampshire Hospital and Department of Corrections.
- Provides medical literature and counseling to patients and family members before visits and upon discharge.
- Participates on various professional committees at New Hampshire Hospital

Supervisors Workplace Safety Accountabilities

- Ensures compliance with established hospital and departmental safety policies and procedures by:
  - conducting periodic (minimum quarterly basis) on site reviews;
  - completing competency based review, when applicable;
  - providing on the spot reinforcement/training on safety issues; referring staff to formal training programs, as appropriate; and

- recording safety related initiatives for annual reporting.

- Total Commitment to Quality

- Participates in the formulation of the mission, philosophy, goals, and objectives for the Department. Carries out same by acting as an agent of the Department within the hospital. Supports the organizational mission, philosophy, goals, and objectives as demonstrated by a positive leadership presence in unit based, departmental, hospital wide, or in public meetings/committees.
- Participates in the process of continuous quality improvement by supporting unit-based quality improvement activities. Demonstrates commitment to customer service values in professional conduct and by promoting such values in assigned staff.

#### MINIMUM QUALIFICATIONS:

See Class Specification for Pharmacist

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

#### SIGNATURES:

I have reviewed the content of the above job description with my supervisor.

_____	_____
Employee's Name & Signature	Date Reviewed

Supervisor's Name and Title: Keith Gorman, Chief Pharmacist

I have discussed the work responsibilities outlined by this job description with the above employee(s).

_____	_____
Supervisor's Signature	Date Reviewed

_____	_____
Division of Personnel	Date Approved